

---

**INDIANA COMMISSION ON PROPRIETARY EDUCATION***Board of Commissioners Meeting Memorandum*

**Date:** March 11, 2009

**From:** Ross Miller, Director of Regulatory Compliance

**Subject: Brown Mackie College – Fort Wayne  
New Associate of Science Degree**

---

**Staff Recommendation**

The commission staff recommends that Brown Mackie College at Fort Wayne be granted the authority to award the Associate of Science degree in the following program:

**Biomedical Equipment Technology****Background Information**

Brown Mackie College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS).

The Associate of Science Degree consists of 96 quarter credit hours of training; a minimum of 50% of the courses are in the Specialty; and a minimum of 35 % of the remaining courses are in Liberal Arts. More than 50% of the instructors in the program hold a Master's degree, a first professional degree. The faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

**Supportive Documentation**

1. Degree Applications
2. Instructor Qualification Record Forms

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - Fort Wayne

Name of Program Biomedical Equipment Technology

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Jean L. Hitchcock

Telephone Number 260-481-4371 Application Type

Date the Form was Prepared 01/05/09 ☒ New ☐ Renewal

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The associate degree program in Biomedical Equipment Technology prepares the student for a variety of positions in an industry that provides and maintains diagnostic, treatment and life support equipment in the health and medical fields. The program provides the student training in electronics and computer technology, with a special emphasis on medical applications, operations and procedures. The skills gained throughout this program, combined with knowledge gained through general education studies, will prepare the student for national certification as a Biomedical Technician, as well as for leadership positions in the profession.

Upon successful completion of this program, the student should be able to:

1. Use basic test equipment to troubleshoot biomedical equipment problems.
2. Perform preventative maintenance, calibrate and repair biomedical equipment.
3. Perform basic electronic circuit analysis, troubleshooting and repair.
4. Read wiring diagrams and schematic drawings.
5. Perform basic computer troubleshooting and repair.
6. Demonstrate familiarity with basic human anatomy, standard medical practices and routine medical procedures.
7. Demonstrate familiarity with hospital operations and basic safety procedures relative to a medical environment.

8. Demonstrate an ability to keep written records and communicate effectively orally and in writing.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Associate of Science: Biomedical Equipment Repair

TOTAL COURSE HOURS: 96 Check one: Quarter Hours ☒   
 Semester Hours ☐   
 Clock Hours ☐

LENGTH OF PROGRAM: 2 Years TUITION: \$235 + \$15 general fees

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BI 1361	Anatomy & Physiology	4
ET 1101	Fundamentals of Electronics I	4
ET 1102	Fundamentals of Electronics II	4
ET 1301	Solid State Electronics I	4
ET 1302	Solid State Electronics II	4
ET 2201	Computer Repair: Systems & Software	4
ET 2202	Computer Repair: Hardware Applications	4
ET 2500	Introduction to Biomedical Equipment Technology	4
ET 2501	Biomedical Equipment and Instrumentation I	4
ET 2502	Biomedical Equipment and Instrumentation II	4
ET 2950	Biomedical Equipment Technology Externship	4
ME 1110	Medical Terminology	4

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CF 1100	Professional Development	4
CM 1200	Effective Public Speaking*	4
CM 2500	Medical Ethics	4
EN 1101	Composition I*	4
EN 1102	Composition II*	4
EN 1200	Business Communications	4
EN 2000	Introduction to Literature*	4
MC 1150	Introduction to Microcomputer Applications	4
MT 1800	College Algebra	4
PHY 1100	Physics	4
PS 1200	Principles of Psychology*	4
SO 1200	Principles of Sociology*	4

Number of Credit/Clock Hrs. in Specialty:	<u>48</u>	/	<u>96</u>	Percentage:	<u>50%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>48</u>	/	<u>96</u>	Percentage:	<u>50%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>          </u>	/	<u>          </u>	Percentage:	<u>          </u>
--	-------------------	---	-------------------	-------------	-------------------

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

**a. LOCATION:**

The library is located on the first floor of the College on the north side of the building.

**b. HOURS:**

Monday: 8:00 a.m. to 10:00 p.m.

Tuesday: 8:00 a.m. to 10:00 p.m.

Wednesday: 8:00 a.m. to 10:00 p.m.

Thursday: 8:00 a.m. to 10:00 p.m.

Friday: 8:00 a.m. to 5:00 p.m.

Saturday: 9:00 am – 1:00 pm

Sunday: Closed

**c. STAFF:**

The library consists of two full-time employees. One full time employee holds a Master of Library Science (MLS) degree.

**2. Number of volumes of professional material:**

The College's library has a total of 3,171 titles.

**3. Number of professional periodicals subscribed to:**

Current subscriptions number 26.

**4. Other library facilities in close geographical proximity for student access:**

1. Allen County Public Library: The Allen County Public Library is a public facility located in the heart of Fort Wayne approximately three (3) miles west of the Brown Mackie College - Fort Wayne campus. The Library has one main campus and nine in-city branches. Four other branches are located in smaller, surrounding communities. All branches are within 12 miles of the Brown Mackie College - Fort Wayne campus. Allen County residents may obtain a free library card. Non-residents may also obtain a card by paying a fee.

2. Helmke Library: The Helmke Library is a part of the Indiana-Purdue regional campus located in Fort Wayne, Indiana. Helmke Library is located approximately one (1) mile from the Brown Mackie College - Fort Wayne campus. Any Indiana resident may check out two books per subject with a valid ID card.

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**IV. FACULTY:** Attach completed Instructor's Qualification Record for each instructor.  
**\*\* Include** all required documentation pertaining to the qualifications of each instructor.

**Total # of Faculty in the Program:** 16 **Full-time:** 6 **Part-time:** 10

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Autrey, Kim	BS	5	4	1		X
Cobb, Gary	BS	21	4	15	X	
Derck, Beth	MBA	12	1	0		X
Faurote, Sarah	BA	2	1	0		X
Flohr, Michael	JD	6	5	0	X	
Goodin, Joyce	MA	35	2	35		X
Kazmi, Syed	MBA	12	1	0	X	
Kirchner, Dennis	MS	21	3	4	X	
Miller, Bradley	BS	26	5	0		X
Putnam, Bart	MS	8	3	3	X	
Rehm, Jeff	MBA	18	3	0		X
Ruby, Virginia	MS	34	9	25		X
Sheehan, John	MA	14	3	11		X
Tran, Tommy	BS	8	1	0		X
Williamson, Vince	BA	8	7	1		X
Young, Robert	MS	37	5	32	X	



## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

NAME OF INSTITUTION: Brown Mackie College – Ft Wayne

## Professional Development

105

**INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

**INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

***Please TYPE the form.***

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:**      Derck                                      Beth                                      A  
                    (Last)                                      (First)                                      (Middle)

**NAME OF INSTITUTION:**      Brown Mackie College – Fort Wayne

**Names of Courses Taught:**

Spreadsheets I & II

Principles of Accounting I, II, & III

Principles of Macroeconomics

Principles of Finance

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan University	Marion, IN	MBA: Business Administration	2001	2003
Defiance College	Defiance, OH	BS: Accounting	1998	2001
Northwest State Community College	Archbold, OH	AS: Business Management	1984	1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Brown Mackie College	Fort Wayne, IN	Instructor	2007	present
Therma-Tru	Maumee, OH	Senior Financial Analyst	1996	present





## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

**NAME OF INSTITUTION:** Brown Mackie College – Fort Wayne

Word Processing I
Word Processing II
Spreadsheets I
Spreadsheets II

109



## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

<b>NAME:</b>	Miller	Bradley	W
	<b>(Last)</b>	<b>(First)</b>	<b>(Middle)</b>

**Names of Courses Taught:**112



**INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

**INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

***Please TYPE the form.***

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:**      Putnam                                      Bart                                      J  
                    (Last)    (First)                                      (Middle)

**NAME OF INSTITUTION:**      Brown Mackie College – Fort Wayne

**Names of Courses Taught:**

Introduction to Microcomputers

Word Processing

Spreadsheets

Professional Presentation Techniques

Introduction to Business

College Mathematics

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ferris State University	Big Rapids, MI	MS: Information Systems Management	1998	1999
Desales University	Center Valley, PA	BS: Business Management	1991	1993
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Brown Mackie College	Fort Wayne, IN	Instructor/Department Chair, Business & Technology	2005	present
Delta College Corporate Service	Saginaw, MI	Instructed courses in Microsoft Office	2003	2006
Davenport University	Midland, MI	Instructed in Microsoft Office, PCs	2001	2004
Smiths Aerospace	Grand Rapids, MI	Corporate IT Dept.	1999	2001

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

**NAME OF INSTITUTION:** Brown Mackie College

Introduction to Business
Introduction to Microcomputer Applications
Small Business Management
Spreadsheets I
Word Processing I

114

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

**NAME OF INSTITUTION:** Brown Mackie College - Fort Wayne

Accounting I, Accounting II, and Accounting III
Payroll Accounting
Computerized Accounting
Tax Accounting
Intro to Business
Human Resources Management
Principles of Finance
Small Business Management

115

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

NAME OF INSTITUTION: Brown Mackie College - Fort Wayne

**INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

**INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

***Please TYPE the form.***

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

**NAME:**      Tran                                      Tommy                                      D  
                    **(Last)**    **(First)**    **(Middle)**

**NAME OF INSTITUTION:**      Brown Mackie College - Fort Wayne

**Names of Courses Taught:**

Internet Research

Spreadsheets I

Database Applications

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Institute of Technology	Fort Wayne, IN	BS: Accounting	2004	2007
Brown Mackie College	Fort Wayne, IN	AS: Accounting	2001	2004
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Brown Mackie College	Fort Wayne, IN	Instructor	2008	present
Nishikawa, Inc.	Fort Wayne, IN	Production Control/Quality	2000	2007
Pagoda	Fort Wayne, IN	Kitchen Manager	1992	2000

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

(This page intentionally blank.)